

THE CITY OF GROVE CITY
SUBMITTAL REQUIREMENTS: DEVELOPMENT PLAN



PLEASE SUBMIT THE FOLLOWING FOR INITIAL STAFF REVIEW: Please make sure all plans are stapled, folded and properly collated. Additionally, staff may later request plans that incorporate review comments. Twenty (20) additional copies of revised submittals are required for the Planning Commission hearing.

- ☐ One (1) completed original signed application and nineteen (19) copies
 - ☐ Appropriate fee
 - ☐ Twenty (20) copies of a metes and bounds legal description of the property
 - ☐ Twenty (20) copies (maximum sheet size: 24x36) of a survey drawing of the lot
 - ☐ Twenty (20) copies of a narrative describing the project
 - ☐ Twenty (20) copies (sheet size: 24x36) of scaled site/staking plans showing all applicable information contained on the checklist attached to the Development Plan application.
 - ☐ If applicable, twenty (20) copies of the following scaled plans (sheet size: 24x36) showing:
 - a. Grading Plan
 - b. Landscape Plan
 - c. Irrigation Plan
 - d. Utility and Stormwater Plan
 - e. Photometric Plan
 - f. Tree Survey
 - g. Demolition Plan
 - h. Site Details
- Please contact the Development Department to determine the applicability of these plans as it relates to the proposed project**
- ☐ If applicable, twenty (20) copies (sheet size: 11x17) of scaled drawings showing:
 - a. Location of signs and sign type (wall, ground, projecting, or window)
 - b. Sign dimensions, including letter sizes and proposed distance from sign to grade
 - c. Copy layout and lettering styles (fonts) of signage
 - d. Materials and manufacturer to be used in fabrication
 - e. Total area of sign face (including frame)
 - f. Type of illumination
 - ☐ If applicable, twenty (20) scaled architectural elevations (sheet size: 11x17) with proposed colors and finish materials noted
 - ☐ If applicable, two (2) copies of the preliminary stormwater calculations stamped by professional engineer
 - ☐ Finish material/color samples (swatches, photos, plans, or product specifications), including manufacturer name and product number. Please contact the Development Department to determine the applicability of these requirements as it relates to the proposed project.
 - ☐ One (1) electronic copy of all application materials shall be submitted on CD or DVD. All electronic information should be compatible with Adobe Reader 5.0 or later.

For further information, contact the Grove City Development Department at 614-277-3000 or visit our website at www.grovecityohio.gov.